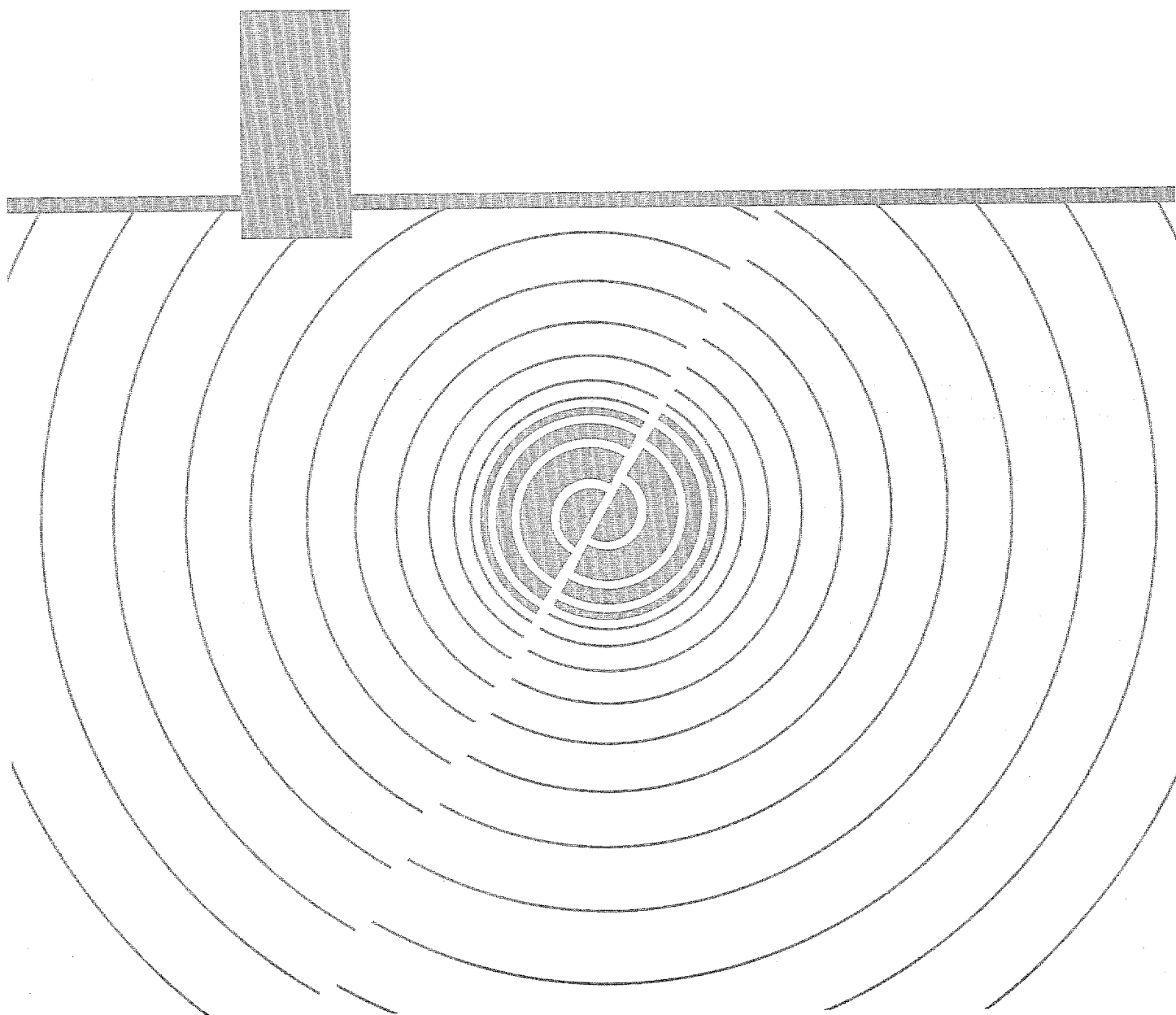


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**Appendix D:**  
**Model Code Organizations: Services and**  
**Resources Offered**



## Appendix D Model Code Organizations: Services and Resources Offered

### **Building Officials and Code Administrators International, Inc. (BOCA)**

#### **History**

Building Officials and Code Administrators International, Inc., was founded in 1915 to provide a forum for the exchange of knowledge and ideas concerning building safety and construction regulation. Their resulting code, the *BOCA National Building Code*, was first published in 1950. BOCA is a not-for-profit service organization dedicated to professional code administration and enforcement for the protection of public health, safety, and welfare. BOCA is the nation's oldest professional association for construction code officials and currently serves a membership that includes both public administrators and a wide

variety of building and construction professionals.

#### **Goals and Objectives**

BOCA's primary activities are the publication of the national codes and the provision of technical, educational, and informational services relating to all specialty areas of code administration and enforcement.

#### **Membership**

Membership in BOCA is available to a wide variety of government officials and building industry professionals. There are thirteen classifications of members; however, the primary memberships pertain to governmental and individual units. Membership services include code interpretations and code change publications in addition to other services and publications.

#### **Active membership (governmental)**

is open to governmental units, departments, or bureaus that administer, formulate, or enforce laws, ordinances, rules, or regulations relating to construction, fire safety, property maintenance, development, or land use. Dues for active members are: in communities with populations 50,000 and fewer, \$120; 50,001 to 150,000, \$180; and more than 150,000, \$240.

#### **Associate membership (individual)**

is open to an employee or representative of an active member or a student. Dues are \$25.

**Other membership categories** for professionals, companies, and individuals range from dues of \$20 to \$400.

### **Seismic Code Education and Training**

The three model code organizations offer publications, seminars, and videos on seismic codes and seismic design. For more information, contact the model code organizations listed in this appendix.

#### **Seminars**

- Earthquake Design Requirements, BOCA
- Earthquake Regulations, ICBO
- Design of Concrete Buildings for Earthquakes and Wind Forces, ICBO
- Seismic Training Program for Building Officials, SBCCI

#### **Publications**

- Commentary to the 1993 *BOCA National Building Code* provides an in-depth explanation of the seismic provisions, BOCA
- Design of Concrete Buildings for Earthquake and Wind Forces, ICBO
- Recommended Lateral Force Requirements and Commentary 1990 (SEAOC Blue Book), ICBO
- Commentary on Appendix Chapter 1 of the UBC-ICBO Training Manual, ICBO
- Seismic Training for Building Officials, SBCCI

#### **Educational Services**

- All three code organizations assist in conducting seminars, workshops, and short courses on code content, enforcement, and administration.

## What Happens When One Joins BOCA?

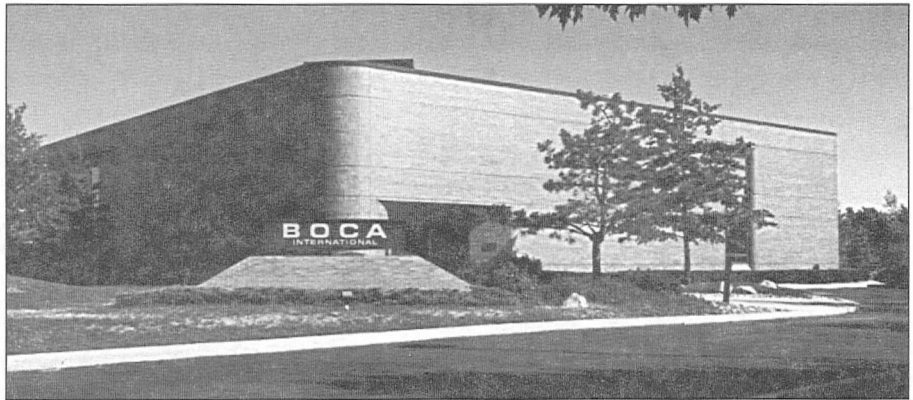
The first step in joining is to call and request a membership form. A new member adopting the code for the first time can request that a BOCA staff member visit his or her site and assist in establishing the program. Advice is offered on a limited basis. The additional costs for new member assistance in code adoption depends on the size of community of the new member, the member's jurisdiction, and the activities being conducted by BOCA staff. The new member may need to hire BOCA to evaluate and establish code formats and procedures if extensive help is needed. Many new members simply take the code book and follow its recommendations with limited assistance from BOCA. All *BOCA National Codes* have sample adoption ordinances printed in the front of the code book.

## Code Development/Amendment Process

Each of the *BOCA National Codes* is updated and republished every three years. The *BOCA National Codes* are amended through a democratic public hearing and revision procedure that allows all interested parties the opportunity to both propose changes to code provisions and argue the change proposals. Change proposals are voted on at the organization's annual conference. This procedure guarantees the inclusion of technological advances and current knowledge in the codes.

## Technical Services

BOCA's Technical Services Department offers a variety of technical services to BOCA members and to building industry firms and manufacturers. These services include plan examination, technical consultations, and special studies. Product and system evaluation assistance is available through cooperation with



*BOCA's headquarters office is located in Country Club Hills, Illinois (photo: BOCA)*

BOCA Evaluation Services, Inc. Code interpretations are available to BOCA members at no charge.

## Professional Development Services

BOCA seminars and correspondence courses are available at reduced member prices. Programs address building, mechanical, plumbing, and electrical inspection; fire prevention; plan review; and a wide variety of specialized seminar topics.

BOCA's Professional Development Services Department strives to promote effective code enforcement by fostering the education and professional development of code users. The department pursues ongoing development of a comprehensive curriculum based on the *BOCA National Codes* and related documents, emphasizing responsiveness to the needs of local, state, and federal agencies. BOCA educational programs address the technical, administrative, and legal areas of code enforcement and are available for individuals with entry-level through advanced skills. BOCA's training programs and products reflect modern instructional design concepts and are available in a variety of media formats.

BOCA annually conducts approximately 300 days of on-location

## Building Officials and Code Administrators International, Inc. (BOCA)

### Headquarters

4051 West Flossmoor Road  
Country Club Hills, IL 60478-5795  
tel: 708-799-2300  
fax: 708-799-4981  
email: [member@bocai.org](mailto:member@bocai.org)  
<http://www.bocai.org>

Publications Order Department:  
ext. 242 or 248  
Certification Secretary: ext. 334  
Plan Review Fax: 708-799-0310

### Regional Offices

BOCA has four regional offices that complement the organization's headquarters in making responsive model building code services available to all members across a far-reaching geographic area.

1245 S. Sunbury Rd., Suite 100  
Westerville, OH 43081-9308  
tel: 614-890-1064  
fax: 614-890-9712

Towne Centre Complex  
10830 East 45th Street, Suite 200  
Tulsa, OK 74146-3809  
tel: 918-664-4434  
fax: 918-664-4435

One Neshaminy Interplex, Suite 201  
Trevose, PA 19053-6338  
tel: 215-638-0554  
fax: 215-638-4438

6 Omega Terrace  
Latham, NY 12110-1939  
tel: 518-782-1708  
fax: 518-783-0889

### BOCA Certification Programs

Certification is achieved in twenty-four categories by successful completion of one or more examinations. These categories include:

- Building Inspector
- Building Plans Examiner
- Electrical Inspector
- Electrical Plans Examiner
- One- and Two-Family Dwelling Electrical Inspector
- Mechanical Inspector
- Mechanical Plans Examiner
- Plumbing Inspector
- Plumbing Plans Examiner
- One- and Two-Family Dwelling Combination Inspector
- One- and Two-Family Building Inspector
- One- and Two-Family Mechanical Inspector
- One- and Two-Family Plumbing Inspector
- Elevator Inspector
- Combination Commercial Inspector
- Building Code Official
- Electrical Code Official
- Mechanical Code Official
- Plumbing Code Official
- Master Code Official
- Fire Inspector I
- Fire Inspector II
- Property Maintenance and Housing Inspector

seminars on a wide variety of code-enforcement subject areas. Training products include video seminars, audio cassette courses, home study workbooks, seminar-related workbooks, and correspondence courses.

### Seminars

BOCA seminars provide members with information on the latest in codes and code enforcement and assist in developing new strategies, skills, and knowledge. Seminars provide technical information as well as practice and application exercises on the most contemporary and critical topics in code enforcement.

BOCA offers a seminar titled *Earthquake Design Requirements*. The goal of this seminar is to learn how to identify and apply earthquake design requirements, and to help code officials and design professionals understand the impact of the requirements on their jobs. Fees for this seminar are \$99 for BOCA members and \$149 for nonmembers. These fees are representative of the seminar fees charged by BOCA.

Any organization or institution, whether a member of BOCA or not, can contract a specific seminar to be administered at their specified site location. This is often done by regional BOCA chapters. No set number of participants is required. BOCA can also customize seminars on special topics. However, this service is expensive due to the cost of paying BOCA staff to develop a new topic.

### Certification Programs

BOCA's Professional Development Services Department has promoted the recognition and certification of professional code officials, who by completion of proctored examinations demonstrate knowledge in the *BOCA National Codes*.

### Evaluation Services

BOCA Evaluation Services, Inc. (BOCA-ES) distributes code compliance evaluation reports of proprietary construction materials, products, and systems. Each BOCA-ES report describes the product, its performance, and limitations of acceptance under the *BOCA National Codes*.

### Publications

BOCA's Publication Development produces and distributes the *BOCA National Codes* and a variety of documents critical to the successful, knowledgeable code user. BOCA offers a wide variety of forms, permits, and enforcement aids; code commentaries, textbooks, and handbooks regarding code administration and enforcement; and numerous specialized workbooks to complement BOCA's many educational programs. BOCA's technical reference and educational materials include a publication on earthquake design requirements. In addition the commentary to the 1993 *BOCA National Building Code* provides an in-depth explanation of the seismic provisions. Substantial price discounts on all publications and services are offered to members.

**Membership directory.** A directory listing names, addresses, and phone numbers of all BOCA members by category is available. BOCA's articles of association and bylaws are also published in the directory.

**Periodicals.** *The Building Official and Code Administrator Magazine* is BOCA's bimonthly journal. Subjects include fire safety, construction methods, innovative technology, regulatory activity, construction efficiency and economy, code official professional development, and technical and administrative aspects of code enforcement. The magazine also publishes interpretation requests that have been reviewed by the Code Interpretation Committee.

The *BOCA Bulletin* is a bimonthly newsletter that provides members with news reports between regular issues of the *BOCA* magazine. It includes items of national interest regarding code enforcement as well as announcements and technical material pertaining to various meetings, seminar offerings, and model code revision activities.

### Computer Products

BOCA offers the following products: Complete Building Department Software used to process permits, track new construction inspections, property maintenance inspections, and fire-incident inspections and reporting. There is an electronic product containing code test called CodeSearch. For automated plan review of the *BOCA National Building Code*, explore the Plan Review System Software. Additionally, BOCA's Property Maintenance Management System (PMMS) is an automated property maintenance complaint tracking system.

### Discussion of the BOCA National Building Codes

BOCA's complete model building code services program is dedicated to the improvement of construction regulations, and the effective administration, organization, and enforcement of these regulations by professionally staffed state and local governmental units.

To accomplish this BOCA provides a complete and coordinated model building code services package, the backbone of which is the *BOCA National Code* series.

The 1993 *BOCA National Building Code* includes a modified version of the 1991 *NEHRP Recommended Provisions for the Development of Seismic Regulations for New Building*. BOCA uses the 1991 *NEHRP Provisions* as the technical basis for this section because of its use of nationwide input to develop design criteria. This code section represents

state-of-the-art design criteria for seismic design. These provisions minimize the hazard to life for all buildings, increase the expected performance of higher-occupancy buildings as compared to ordinary buildings, and improve the capability of essential facilities to function during and after an earthquake.

## The International Conference of Building Officials (ICBO)

### History

The International Conference of Building Officials was founded in 1922. ICBO is a nonprofit service corporation owned and controlled by its member cities, counties, states, and federal agencies. The ICBO codes have been widely adopted throughout the United States and in many locations abroad. ICBO has ninety-six local, district, state, and student chapters that provide members with opportunities to meet regularly on a regional basis.

### Goals and Objectives

ICBO Mission Statement: "The International Conference of Building Officials is dedicated to public safety in the built environment worldwide through development and promotion of uniform codes and standards, enhancement of professionalism in code administration, and facilitation of acceptance of innovative building products and systems." Goals include:

1. Publication, maintenance, and promotion of the Uniform Building Code (UBC) and related documents.
2. Investigation and research of principles underlying safety to life and property in the construction, use, and location of buildings and related structures.
3. Development and promulgation of uniformity in regulations pertaining to building construction.

## The International Conference of Building Officials (ICBO)

### Central Office

5360 South Workman Mill Road  
Whittier, CA 90601-2298  
tel: 562-699-0541  
fax: 562-699-8031

### ICBO Order Department:

800-284-4406 or  
562-692-4226  
fax: 562-692-3853

### ICBO Computer Services:

562-699-0541 ext. 264

### Plan Review Fax:

562-692-3425

### ICBO ES, Inc.:

562-695-4694

### Regional Offices

ICBO has five regional offices with full support services in evaluation, education, plan checking, code consultation, and code interpretation:

#### Northern California Regional Office

6130 Stoneridge Mall Road,  
Suite 120  
Pleasanton, CA 94588  
tel: 800-336-1963 or 510-734-3080  
fax: 510-463-3295

#### Austin Regional Office

9300 Jollyville Road, Suite 101  
Austin, TX 78759-7455  
tel: 512-794-8700  
fax: 512-343-9116

#### Indianapolis Regional Office

7998 Georgetown Road, Suite 900  
Indianapolis, IN 46268  
tel: 317-879-1677  
fax: 317-879-0966

#### Kansas City Regional Office

290 Northeast 60th St., Suite 206  
Gladstone, MO 64119  
tel: 816-455-3330  
fax: 816-454-8887

#### Seattle Regional Office

2122 112th Avenue, Northeast,  
Suite B-300  
Bellevue, WA 98004  
tel: 800-231-4776  
fax: 425-637-8939



The Central Office of the International Conference of Building Officials is located in Whittier, California. (Photo: ICBO)

4. Advancement of professional skills of those engaged in the administration and enforcement of building laws.
5. Formulation of guidelines for the administration of building and safety departments.

### **Membership**

Membership in ICBO is open to all governmental units as well as all other segments of the building construction industry. There are fifteen membership classifications. The primary memberships are governmental, of which there are two classes.

**Class A** is a governmental unit or agency engaged in the administration or formulation of laws and ordinances relating to building construction. The annual dues for a city with a population of 10,000 or less is \$85. The annual dues for a city of population greater than 10,000 is \$195.

**Governmental individual** is an individual responsible for the enforcement or administration of laws and ordinances relating to building construction. The annual dues are \$60.

Both types of members receive a copy of each new edition of the UBC and annual supplements in the years between publication. Interpretations of the codes and plan exami-

nation services are also available to these members.

**Other memberships** are available to students, professionals, and certified individuals at costs that range from \$20 to \$95. Corporations and associations may join at rates ranging from \$150 to \$500.

### **What Happens When One Joins ICBO?**

When a governmental unit joins ICBO, the organization sends a representative to orient the new member. The ICBO representative will present a packet with basic information on the organization and its services and procedures. If the new member has never before had a building code in place, ICBO asks that they schedule a meeting with architects and local professionals to meet with the ICBO representative. The representative explains the code information and policies to all affected parties and the city council. The new member can then use the conference services office, chapter, or another nearby ICBO member for assistance when questions or problems arise. These member organizations provide an interactive and helpful network. Once the code is implemented ICBO will review the department to ensure all is well. As long as the new member requests basic orientation information, ICBO will provide services free of charge. However, any assistance leaning more toward training, for example the updating of codes, requires payment.

### **Code Development/Amendment Process**

ICBO's codes are published in a three-year cycle. This cycle, as developed by ICBO members, permits gradual adaptation while allowing inclusion of the latest technological advances. Anyone interested in maintaining or improving the codes may submit change proposals. Code change proposals are discussed in public hearings that

allow the concerns of the construction industry, design professionals, building officials, and other related segments of society to be heard. After ICBO's code staff of structural, civil, fire protection, and mechanical engineers analyze the proposals' impact on the code, the proposals are published as a separate part of *Building Standards* magazine. Thus, all members and subscribers to ICBO services are informed of the code change proposals. Proposed changes with committee recommendations are voted on at ICBO's annual conference. Approved changes become a part of the next edition of the code.

### Educational Services

ICBO provides a variety of specialized programs through its Education Department to assist in developing and maintaining adequate training and continuing programs to keep pace with the changing construction industry.

### Seminars

ICBO seminars are offered throughout the United States. All course instructors are ICBO technical staff personnel or other nationally recognized instructors. Some seminars are offered only to ICBO members. The cost for members averages about \$95 for a one-day program; the average cost for nonmembers is \$125 per day.

Participants in ICBO-sponsored seminars earn Continuing Education Units (CEUs). ICBO complies with the standards established by the International Association for Continuing Education and Training and maintains transcript records.

Several special-interest seminars are available to individuals seeking to expand their knowledge of the design or plan review and inspection provisions found in the UBC.

### Videos

ICBO videos provide training and information without the expense of

seminar participation. These videos are designed, developed, and produced by ICBO to provide basic training in the field of building construction or inspection. Some video subjects include light-frame construction, fire-resistant protection, a guide to revisions of the 1997 Uniform Building Code, and earthquake protection.

### Certification Programs

The ICBO Voluntary Certification Program was initiated in 1973 as a means to encourage professionalism among inspection and plan check personnel through a comprehensive test of knowledge of codes, standards, and practices necessary for competent practice. Use of the certification program has greatly expanded in the private sector, with its need for qualified special inspectors, as well as in a number of states that are considering statewide mandatory ICBO certification of construction inspectors.

The program is administered by ICBO through its Certification Department. ICBO does not offer exam-preparation seminars. Knowledge for the exams is obtained through professional experience and professional development education. Prior to the exams ICBO provides all registered participants with a *Candidate Bulletin*, which describes each exam in detail (i.e., suggested reference materials, an outline of topics stressed on the exam, and sample questions).

Examinations are administered three times a year, and much more frequently through computer-based testing centers. Dates and test locations are listed in *Building Standards* magazine.

### Assistance

ICBO offers management studies, operational reviews, and analyses to provide counsel in areas such as budgeting, staffing, work evaluation, and ordinance preparation.

### ICBO Certification Categories

Certification is offered for:

Code Enforcement Inspectors

- Building Inspector
- Electrical Inspector
- Mechanical Inspector
- Combination Inspector
- Combination Dwelling Inspector
- CABO One- and Two-Family Dwelling Inspector
- Light Commercial Combination Inspector Elevator Inspector

Plan Examiners

Special Inspectors

- Reinforced Concrete Special Inspector
- Prestressed Concrete Special Inspector
- Structural Masonry Special Inspector
- Structural Steel/Welding Special Inspector
- Spray-Applied Fireproofing Special Inspector

Uniform Fire Code Inspectors

Company Officer Fire Code Inspectors

Underground Storage Tank Inspectors

- Installation/Retrofitting
- Decommissioning
- Tank Tightness Testing
- Cathodic Protection



### **Evaluation Service**

The ICBO codes are designed to encourage the development of new building products and innovative building systems through the examination and evaluation of basic research and product testing. ICBO's evaluation service gives communities access to an expert staff of trained engineers at minimal cost and allows proponents of new building products or systems to gain recognition by building enforcement agencies.

### **Plan Review Services**

The ICBO offers its own plan review services to jurisdictions desiring access to ICBO staff expertise. ICBO charges a portion of the permit fee, allowing the jurisdiction to retain a percentage for administrative costs. Turnaround time is less than two to four weeks.

### **Publications**

#### **The Uniform Building Code.**

Publication of the UBC and its related volumes remains ICBO's primary function. In each of the two years between publication of the codes, a supplement is issued containing changes approved at the most recent annual conference. An analysis of these changes is published every three years along with the major new edition of the codes.

**Membership roster.** This publication contains a description of each category of membership and a complete listing of all ICBO members. Also included is an explanation of the history of the conference, the functions of the various departments, and available services. Other features include publications, information, a chapter directory, and the conference bylaws.

**Technical reference and educational materials.** ICBO develops texts and course materials for use in connection with community college curricula and higher-level courses in building construction technology

and inspection. These materials have also proved to be valuable to building officials in the effective administration of their departments.

**Periodicals.** *Building Standards* is ICBO's official periodical. It is published bimonthly and contains articles of technical, educational, and administrative importance as well as code interpretations, current building valuation data, education offerings, job opportunities, a complete calendar, chapter news, and other features. It is published in newsletter form in alternate months. Code-change reports are published as magazine supplements, beginning with proposed changes and including the reports of the code development committees and action taken by the membership at the annual conference.

### **Automated/Computer Products**

Products offered by ICBO are available in 3" and 5 1/4" disk format, PC and Macintosh versions. Manuals and handbooks are available in current WordPerfect, Microsoft Word, and ASCII file formats. Technical information and software products include:

- Uniform Codes on CD-ROM (Code Express)
- UBC Application/Interpretation Manual (electronic version)
- Handbook to the 1994 Uniform Building Code (electronic version)
- UBC Checklist
- Code Change Assistant
- Electronic Building Department Forms
- Product Information Retrieval System (PIRS)



## Southern Building Code Congress International, Inc. (SBCCI)

### History

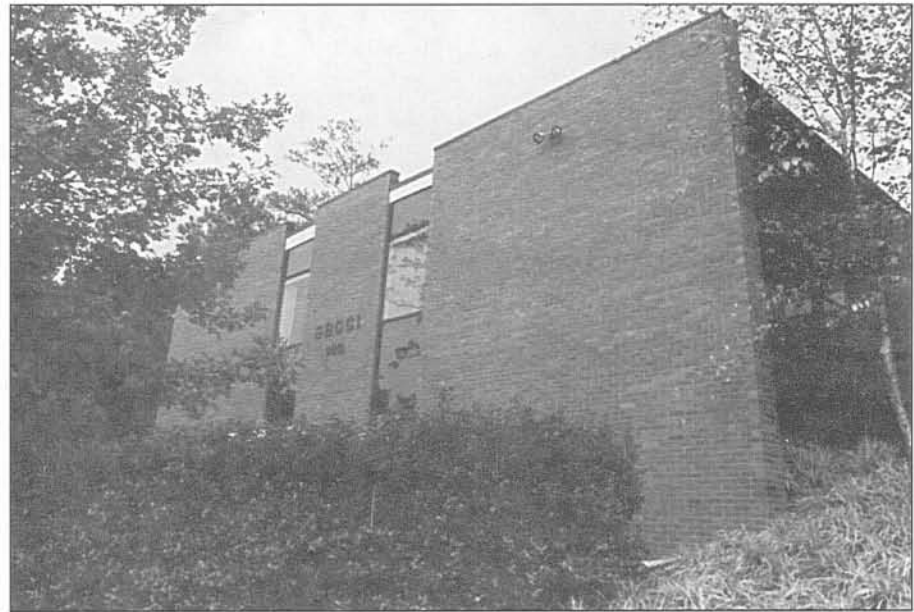
The Southern Building Code Congress International, Inc. was founded in 1940 as a nonprofit, internationally recognized model building code organization. The organization is dedicated to serving state and local governments and the building industry through the promulgation and maintenance of the performance-based *Standard Codes* and by providing technical and educational support services. The first publication of the SBC was in 1945.

The original governmental membership of forty southern cities has grown to more than 2,300 city, county, state, and provincial governments and agencies in the United States and other countries. Additional membership in the organization includes more than 8,000 engineers, architects, home builders, contractors, trade associations, and manufacturers.

### Goals and Objectives

The stated objectives of the SBCCI are:

1. To develop, maintain, and promote the adoption of the *Standard Codes* and other related documents.
2. To promote uniformity in building regulations through the adoption of the *Standard Codes* and to encourage uniformity in the application, interpretation, and enforcement of these codes.
3. To study, review, and advance the principal fundamentals of safety in building construction.
4. To advance the professional skills of those engaged in the administration and enforcement of building regulations.



5. To advise and assist in the administration of building codes and ordinances.
6. To research, develop, and publish educational materials, including but not limited to testing and certification of code enforcement personnel.
7. To perform other functions as deemed relevant to or desirable for the attainment of these objectives.

### Membership

The membership categories of SBCCI are structured to allow participation by anyone interested in building code development and enforcement. There are fifteen individual classifications of members within six categories. However, the primary membership category is that of the active member.

An **active member** is a government unit or agency engaged in the administration, formulation, and enforcement of codes and ordinances relating to building construction. A single active membership provides all of a community's departments or divisions charged with code enforcement with access to a single source of services. The

*The Southern Building Code Congress International, Inc., was founded in 1940. Its current headquarters are located in Birmingham, Alabama. (Photo: SBCCI)*

### Southern Building Code Congress International, Inc. (SBCCI)

#### Headquarters Office

900 Montclair Road  
Birmingham, AL 35213-1206  
tel: 205-591-1853  
fax: 205-592-7001  
TDD: 205-599-9742  
email: [info@sbcci.org](mailto:info@sbcci.org)  
<http://www.sbcci.org>

#### Southwest Regional Office

9420 Research Boulevard  
Echelon III, Suite 150  
Austin, TX 78759  
tel: 512-346-4150  
fax: 512-346-4227

#### Southeast Regional Office

4303 Vineland Road, Suite F-7  
Orlando, FL 32811  
tel: 407-648-9632  
fax: 407-648-9702

#### Eastern Regional Office

1200 Woodruff Road, Suite G-26  
Greenville, SC 29607  
tel: 864-281-1006  
fax: 864-281-1030

following is a schedule of active member dues:

| <b>Population of Jurisdiction</b> | <b>Annual Fee</b> |
|-----------------------------------|-------------------|
| <5,000                            | \$40              |
| 5,001-10,000                      | \$55              |
| 10,001-25,000                     | \$75              |
| 25,001-50,000                     | \$100             |
| 50,001-100,000                    | \$125             |
| 100,001-200,000                   | \$150             |
| 200,001-300,000                   | \$200             |
| >300,000                          | \$250             |

**Other membership categories** exist for corporations, colleges, individuals, students, etc. Dues for these membership categories range from \$15 to \$275.

### **What Happens When One Joins SBCCI?**

The materials received by new members are discussed in the following text, as are the available services for assistance. SBCCI does offer initial assistance in establishing the code and enforcement guidelines for new members. At a certain point the new member contracts for services and is charged a fee. Regional chapters assist many new members and help distribute information needed at first.

### **Administration**

General policy and major financial decisions for SBCCI are made by an elected board of directors consisting of a president, vice-president, immediate past president, and five directors. The implementation of board policy and the daily management of the organization are the responsibility of the chief executive officer. A full-time professional staff of more than 70 employees provides member services, publication work, and recordkeeping.

### **Code Development/Amendment Process**

Proposed changes to the SBC and supplements are submitted in writing to the office of the chief executive officer together with supporting evidence by the first weekday of March of each year for consideration during that year. The board of directors schedules an open public meeting to receive comments from interested persons and to review the proposed code changes. The report and recommendations of the code committee are published by SBCCI and distributed prior to the opening of the annual conference. At the annual conference code changes are considered and acted upon.

### **Educational Services**

SBCCI sponsors educational programs at various locations throughout its primary coverage area. Courses provide instruction on the technical aspects of the SBC and general knowledge required for effective code enforcement. There are also courses for building department management and the legal aspects of code administration. These educational programs are offered as home study courses, video programs, and classroom presentations.

In addition to the scheduled courses, the SBCCI's educational staff is available to assist in planning and conducting seminars, workshops, and short courses on the various code provisions as well as on code enforcement and department administration. This assistance is available to all membership categories.

### **Videos**

SBCCI offers a series of videotapes designed to assist in using and understanding the SBC. Videos currently available include such topics as wind loads, electrical inspections, and software tutorials.

### Certification Program

The SBCCI certification program for code enforcement and administration professionals is a voluntary program that permits these professionals to demonstrate their knowledge in various areas of code enforcement through a written, statistically validated examination. The examination fee for SBCCI members is \$95 per examination; and for nonmembers, \$135 per examination.

Objectives of the program are:

1. Give recognition to those who have achieved a level of knowledge in their profession.
2. Enhance the professionalism of the code enforcement and administration profession.
3. Assist in the evaluation of code enforcement personnel in their knowledge of the codes.

The program is graduated so that an individual can demonstrate professional growth through progressive levels of certification.

### Contractor Testing Service

This relatively new service enables the Education Department to assist governing bodies by ensuring that building contractors of all varieties have passed minimum competency requirements before being licensed. The Contractor Testing Program offers a range of standard examinations for structural, plumbing, electrical, and mechanical contractors at both the master and journeyman levels.

### Chapter Training

SBCCI encourages and recognizes the establishment of regional, state, and local chapter organizations of its members and offers training to these groups.

### Administrative Services

**Departmental analyses.** The SBCCI professional staff will provide on-

site analyses of existing building departments. The staff will also provide on-site assistance to jurisdictions wishing to establish a code-enforcement program and inspection department. These analyses include but are not limited to evaluations of workloads, permit processing techniques, inspection techniques, job descriptions, and/or computer needs.

**Computer services.** The SBCCI maintains a full-time staff of computer professionals to advise state, county, and local governments and design professionals on the use and application of computers in code enforcement and building construction. The SBCCI is continuing to develop generic software called *Standard Soft*, specifically designed for use by building departments and design professionals. Modules currently available include the permit, inspection and plan review modules.

### Technical Services

**Code interpretations.** The SBCCI technical staff will provide consultation either in writing or by telephone on questions regarding the meaning and intent of the *Standard Codes* to all membership categories.

**Engineering consulting services.** SBCCI's professional engineering staff provides technical consulting services to members. Through consultation with SBCCI engineers, members can often solve code-related engineering problems. This service is particularly valuable to small- and medium-sized towns and cities that may have limited technical staffs.

### Publications

**The Standard Codes.** Besides the *Standard Codes*, the SBCCI has developed a comprehensive set of model construction codes available to local governments. These codes, known as the *Standard Codes*, include the following:

### SBCCI Certification Levels and Areas

Four levels and separate areas of certification are available as follows:

#### Level 1 Certification

- Housing Rehabilitation Inspector
- Zoning and Property Standards Inspector
- Residential Electrical Inspector
- Coastal Construction Inspector
- Building Inspector
- Mechanical Inspector
- Commercial Electrical Inspector
- Plumbing Inspector
- Fire Inspector I
- Fire Inspector II
- One- and Two-Family Dwelling Inspector
- Commercial Combination Inspector
- Electrical Inspector

#### Level 2 Certification

- Housing Rehabilitation Code Enforcement Officer
- Building Plan Examiner
- Electrical Plan Examiner
- Plumbing Plan Examiner
- Mechanical Plan Examiner
- Fire Safety Plan Examiner
- Electrical Inspector

#### Level 3 Certification

- Chief Building Code Analyst
- Chief Electrical Code Analyst
- Chief Plumbing Code Analyst
- Chief Mechanical Code Analyst
- Chief Fire Prevention Code Analyst

#### Level 4 Certification

- Code Enforcement and Administration Professional

## Three Model Building Code Organizations: Sample Fee Schedules

All three of the model building code organizations provide suggested fee schedules for members. These are intended to be adopted and modified by member code enforcers to fit their individual circumstances. All schedules are much more complex than could fit here; each schedule is updated regularly and is available to organization members. The following information is current as to the date of this book and is presented to give readers an idea of the approximate fees involved.

### **BOCA Fee Schedule**

**Building permit fee.** The *BOCA National Codes* do not include provisions that mandate a specific permit fee schedule. This is at the sole discretion of the adopting jurisdiction. However, BOCA has provided a mechanism whereby local jurisdictions can customize their fees based on their specific jurisdiction.

**Plan review fee.** The fee charged by local jurisdictions for their plan review services is typically built into the permit fee.

The plan review fee is based on the estimated construction value calculated in accordance with the Permit Fee Schedule (construction value = gross area x gross area modifier x type of construction factor) published biannually in the *BOCA Magazine*. For buildings valued up to \$1 million, the building plan review fee is 0.0015 of the building's valuation (\$100 minimum). Thus, for a typical commercial structure with a total construction cost of \$100,000, this fee structure would result in a plan review fee of \$150.

Fee reductions may be given for buildings such as large warehouses or indoor recreational facilities because of their plan review simplicity. Reductions may also be given to buildings with repetitive floor plans (e.g., high-rise).

In addition, mechanical, plumbing, energy, and electrical plan review fees are each 25 percent of the building code plan review fee. The sprinkler review fee is based on the number of sprinkler heads (e.g., 1-100 heads costs \$150).

### **ICBO Fee Schedule**

**Building permit fees.** ICBO's permit fee is based on the total value of all construction work, finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, and any other permanent equipment. A fee schedule or table is provided to ICBO members. For our example of a typical commercial structure with a total construction cost of \$100,000, ICBO's permit fee is \$580 for the first \$50,000 and \$6.25 for each additional \$1,000. This results in a permit fee of \$892.50. Any project that has not first secured a permit prior to beginning construction, will be charged an investigation fee.

**Plan review fee.** ICBO also suggests a plan review fee equal to 65 percent of the building permit fee. This would create a plan review fee of \$580 for our typical commercial structure. Therefore, the total fee costs for this project would be \$1,473.

### **SBCCI Fee Schedule**

**Building permit fees.** Permit fees are based on the total determined construction value of a project. A fee schedule or table is provided for SBCCI members. For a typical commercial structure with a construction cost of \$100,000, the permit fee is \$460.

If for any reason a permit is not obtained prior to beginning work on a project, a penalty fee will be assessed that is double the original permit fee amount. Full compliance with the code must also be met in addition to payment of the penalty fee. SBCCI has a set moving fee of \$100 for any building or structure. Demolition fees are based on total cubic feet.

**Plan-checking fees.** SBCCI requires a plan-checking fee equal to half the permit fee for any proposed project that has total construction costs in excess of \$1,000. This cost is in addition to the permit fee.

- Standard Plumbing Code
- Standard Mechanical Code
- Standard Gas Code
- Standard Fire Prevention Code
- Standard Existing Buildings Code
- Standard Housing Code
- Standard Swimming Pool Code
- Standard Amusement Device Code
- Standard Unsafe Building Abatement Code

Two codes that SBCCI has a part in developing and updating are:

- CABO One- and Two-Family Dwelling Code
- CABO Model Energy Code

**Membership directory.** A directory lists names, addresses, and phone numbers of all SBCCI members by category. SBCCI's bylaws are also published in the directory.

**Technical reference and educational materials.** Numerous workbooks and manuals provide technical and administrative assistance to members in understanding the use of the codes and in preparing for certification examinations.

**Periodicals.** Each month SBCCI members receive either an issue of *Southern Building* magazine or the organization's newsletter, *SBCCI Newsbriefs*. These publications are mailed six times a year on alternate months. Both publications keep the membership informed of developments in the fields of code enforcement and construction technology as well as the activities of SBCCI.

**Other publications.** SBCCI also produces instructional slides, microfiche, application and administration forms and labels.

## Building Seismic Safety Council (BSSC)

The BSSC and its member organizations are valuable resources for increasing the use of seismic codes.

The list of member organizations, below, shows the breadth of support for seismic safety issues nationwide and identifies potential sources of information and support in promoting the use of seismic codes.

### General Information

The BSSC was established in 1979 under the auspices of the National Institute of Building Sciences to deal with the complex issues involved in promulgating seismic construction standards on a nationwide basis. It is an independent, voluntary membership body representing a wide variety of building community interests. It currently (1997) has sixty-three member organizations.

BSSC provides a national forum that fosters improved seismic safety provisions. It does this by:

- Promoting the development of seismic safety provisions suitable for the entire country;
- Promoting the adoption of seismic safety provisions in voluntary standards and model codes;
- Assessing progress in implementation of seismic provisions;
- Identifying opportunities for improving seismic safety regulations;
- Promoting training and educational courses for the building community (see Appendix E for address);
- Advising government bodies on research and implementation; and
- Reviewing research and practice and recommending changes to seismic design practice.

The BSSC plays an integral role in the periodic development of the *NEHRP Provisions*, which are used as a resource document by the model building code organizations. It has also been involved in the forthcoming *Guidelines for the Seismic Rehabilitation of Buildings* (FEMA #273 & #274), which deal with existing buildings.

**Member Organizations**

AFL-CIO Building and Construction Trades Department  
 AISC Marketing, Inc.  
 American Concrete Institute  
 American Consulting Engineers Council  
 American Forest and Paper Association  
 American Institute of Architects  
 American Institute of Steel Construction  
 American Insurance Services Group, Inc.  
 American Iron and Steel Institute  
 American Plywood Association  
 American Society of Civil Engineers  
 American Society of Civil Engineers—Kansas City Chapter  
 American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc.  
 American Society of Mechanical Engineers  
 American Welding Society  
 Applied Technology Council  
 Associated General Contractors of America  
 Association of Engineering Geologists  
 Association of Major City Building Officials  
 Bay Area Structural, Inc.\*  
 Brick Institute of America  
 Building Officials and Code Administrators International, Inc.  
 Building Owners and Managers Association International  
 Building Technology, Incorporated\*  
 California Geotechnical Engineers Association

Canadian National Committee on Earthquake Engineering  
 Concrete Masonry Association of California and Nevada  
 Concrete Reinforcing Steel Institute  
 Earthquake Engineering Research Institute  
 General Reinsurance Corporation\*  
 Institute for Business and Home Safety (formerly Insurance Institute for Property Loss Reduction)  
 Insulating Concrete Form Association  
 Interagency Committee on Seismic Safety in Construction  
 International Conference of Building Officials  
 Masonry Institute of America  
 The Masonry Society  
 Metal Building Manufacturers Association  
 National Association of Home Builders  
 National Concrete Masonry Association  
 National Conference of States on Building Codes and Standards  
 National Council of Structural Engineers Association  
 National Elevator Industry, Inc.  
 National Fire Sprinkler Association  
 National Institute of Building Sciences  
 National Ready Mixed Concrete Association  
 Permanent Commission for Structural Safety of Buildings\*  
 Portland Cement Association  
 Precast/Prestressed Concrete Institute  
 Rack Manufacturers Institute  
 Seismic Safety Commission (California)

Southern Building Code Congress International  
 Southern California Gas Company\*  
 Steel Deck Institute, Inc.  
 Steel Joist Institute\*  
 Steven Winter Associates, Inc.\*  
 Structural Engineers Association of Arizona  
 Structural Engineers Association of California  
 Structural Engineers Association of Central California  
 Structural Engineers Association of Colorado  
 Structural Engineers Association of Illinois  
 Structural Engineers Association of Northern California  
 Structural Engineers Association of Oregon  
 Structural Engineers Association of San Diego  
 Structural Engineers Association of Southern California  
 Structural Engineers Association of Utah  
 Structural Engineers Association of Washington  
 U.S. Postal Service\*  
 Western States Clay Products Association  
 Western States Council Structural Engineers Association  
 Westinghouse Electric Corporation\*  
 Wire Reinforcement Institute, Inc.

*\*Affiliate (nonvoting) members.*